

CONSERVANCY PROJECT DEVELOPMENT ANALYST I

OPEN, NONPROMOTIONAL

AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Applications will not be accepted on a promotional basis. Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination.

Veteran's preference credit will be granted in this examination. (G.C. 18978).

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

HOW TO APPLY

Applications are available and may be filed in person or by mail with:

State Coastal Conservancy
1330 Broadway, Suite 1300
Oakland, CA 94612-2530
Attention: Cindy Martin

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE: JANUARY 31, 2007.

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the Application for Examination. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL:

It is anticipated that interviews will be held during **February/March 2007 in Oakland, California.**

SALARY RANGE: \$3715-\$4516 per Month.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as **Either I, or II, or III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year in California state service in planning, project development and property acquisition at a level of responsibility equivalent to that obtained in the class of Junior Staff Analyst.

Or II

Experience: Two years of experience in land use planning, land development, architecture, property acquisition and management of resource management. (A master's degree, doctorate degree or membership in The California State Bar may be substituted for one year of the required general experience).

The above-mentioned degrees must be in either Public Administration, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Earth Science, Civil Engineering or a closely related field. Only one substitution may be applied, and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Conservancy Project Development Analyst series (CPDA I, II and III) is a professional classification. Incumbents develop programs and projects to implement the California Coastal Management Program, including public access to the shoreline, restoration and enhancement of coastal resources, land conservation, development of urban waterfront areas and preservation of agricultural lands.

A Conservancy Project Development Analyst I, under supervision, conducts the basic information gathering and analysis necessary for project planning and for acquisition and restoration or development of coastal properties. These Analysts will organize, plan, and develop the implementation projects authorized by the Conservancy, and complete other related work as assigned. They will be responsible for the solicitation, evaluation and modification of project proposals submitted to the Conservancy by other public agencies and non-governmental agencies. Working in teams with other Conservancy staff members, these Analysts will help to develop policies, standards and guidelines for Conservancy programs. Excellent communication skills is essential.

All positions exist with the State Coastal Conservancy in Oakland.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

Qualifications Appraisal - Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of the principles and practices of:
 1. Resource management and land use planning.
 2. Real estate economics, real estate transactions and the industry of land development.
 3. Environmental impact assessment.
 4. Urban design and architectural design.
 5. Restoration and enhancement of wildlife habitat.
- B. Knowledge of the policies and programs of the Coastal Conservancy and of the California Coastal Management Program.
- C. Knowledge of the policies and programs of other public agencies regarding environmental protection, including other components of the California Resources Agency, local governments and federal agencies.
- D. Ability to:
 1. Collect technical data and summarize it for use.
 2. Analyze situations and take effective action.
 3. Establish and maintain cooperative and effective relations with those contacted in the course of work.
 4. Develop, review, and guide plans and projects for good results.
 5. Communicate well orally and in writing.
 6. Present controversial matters and assist in conflict resolution.

Eligible List: The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. **If you are currently on the 2005 list you will need to re-test. 2005 list will be abolished.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CONSERVANCY PROJECT DEVELOPMENT ANALYST

JW54-4808

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FINAL FILING DATE: JANUARY 31, 2007

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Coastal Conservancy, Personnel Office at (510) 286-4340 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact N/A three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board office, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Oakland. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental-promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible list will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of Article VII of the California Constitution; and those who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position; and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.